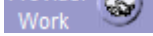


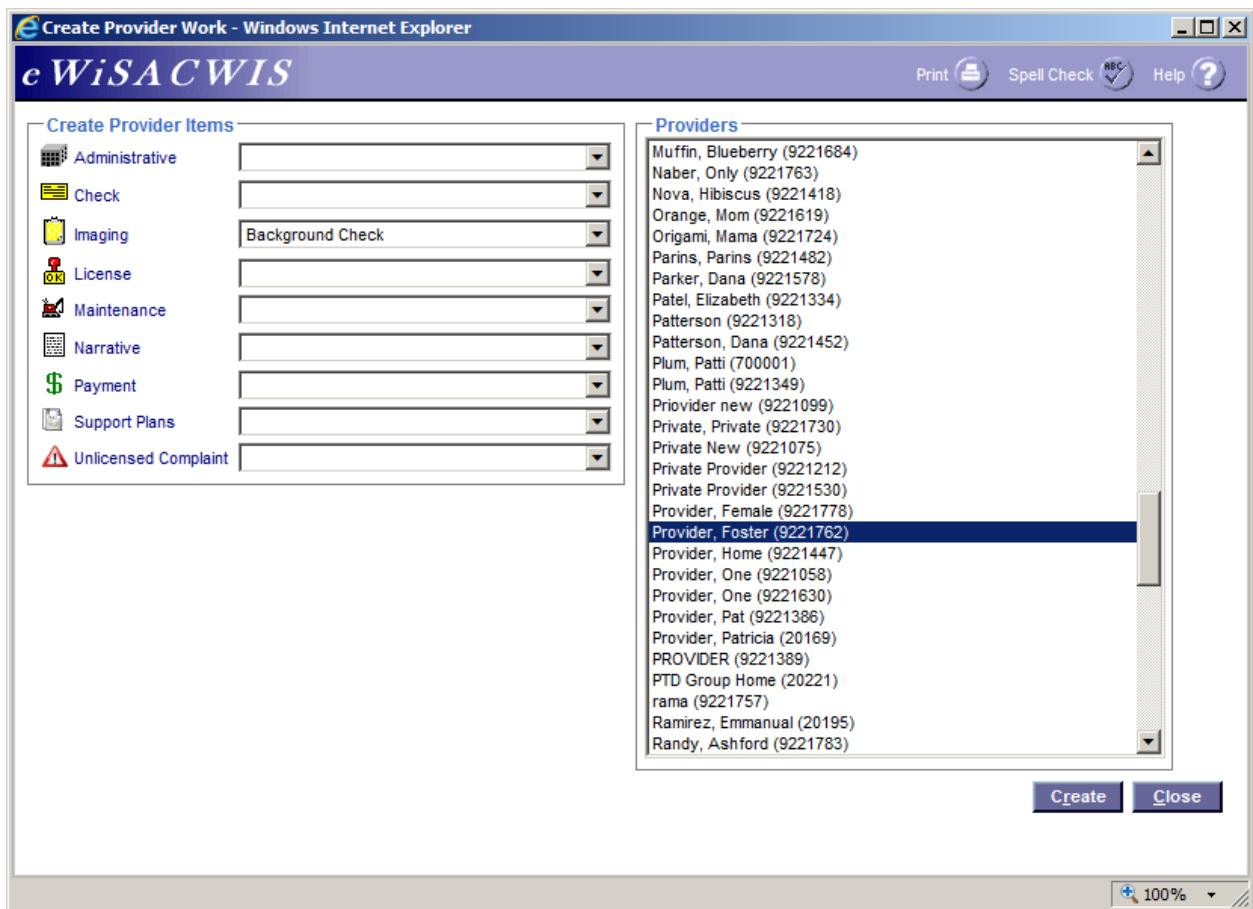
## Background Check Imaging

**Note:** In order to add images, an assignment to the case/provider is not needed. However, additional security is needed for the Imaging Search page.

**Note:** Please see the Provider Imaging Quick Reference Guide on how to add other imaging documents to providers.

### If you have an assignment to the provider:

1. From your desktop, click on the Provider Work icon . This will open the Create Provider Work page.
2. On the Create Provider Work page, select 'Background Check' from the Imaging drop-down, select the Provider, and click Create. This will open the Organization Background Check page.



**Create Provider Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Create Provider Items**

- Administrative
- Check
- Imaging: Background Check
- License
- Maintenance
- Narrative
- Payment
- Support Plans
- Unlicensed Complaint

**Providers**

- Muffin, Blueberry (9221684)
- Naber, Only (9221763)
- Nova, Hibiscus (9221418)
- Orange, Mom (9221619)
- Origami, Mama (9221724)
- Parins, Parins (9221482)
- Parker, Dana (9221578)
- Patel, Elizabeth (9221334)
- Patterson (9221318)
- Patterson, Dana (9221452)
- Plum, Patti (700001)
- Plum, Patti (9221349)
- Privider new (9221099)
- Private, Private (9221730)
- Private New (9221075)
- Private Provider (9221212)
- Private Provider (9221530)
- Provider, Female (9221778)
- Provider, Foster (9221762)**
- Provider, Home (9221447)
- Provider, One (9221058)
- Provider, One (9221630)
- Provider, Pat (9221386)
- Provider, Patricia (20169)
- PROVIDER (9221389)
- PTD Group Home (20221)
- rama (9221757)
- Ramirez, Emmanuel (20195)
- Randy, Ashford (9221783)

Create Close

100%

3. On the Organization Background Check page, enter the Date of the Document and the Effective To date, if applicable.

**Note:** If the Type DOJ or IBIS is selected, the Effective To date will pre-fill to 4 years and will not be editable.

The screenshot shows a web browser window titled "Organization Background Check - Windows Internet Explorer". The page header features the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", "ABC", and "Help". The main form is divided into two sections: "Provider Details" and "Image Details".

**Provider Details:**

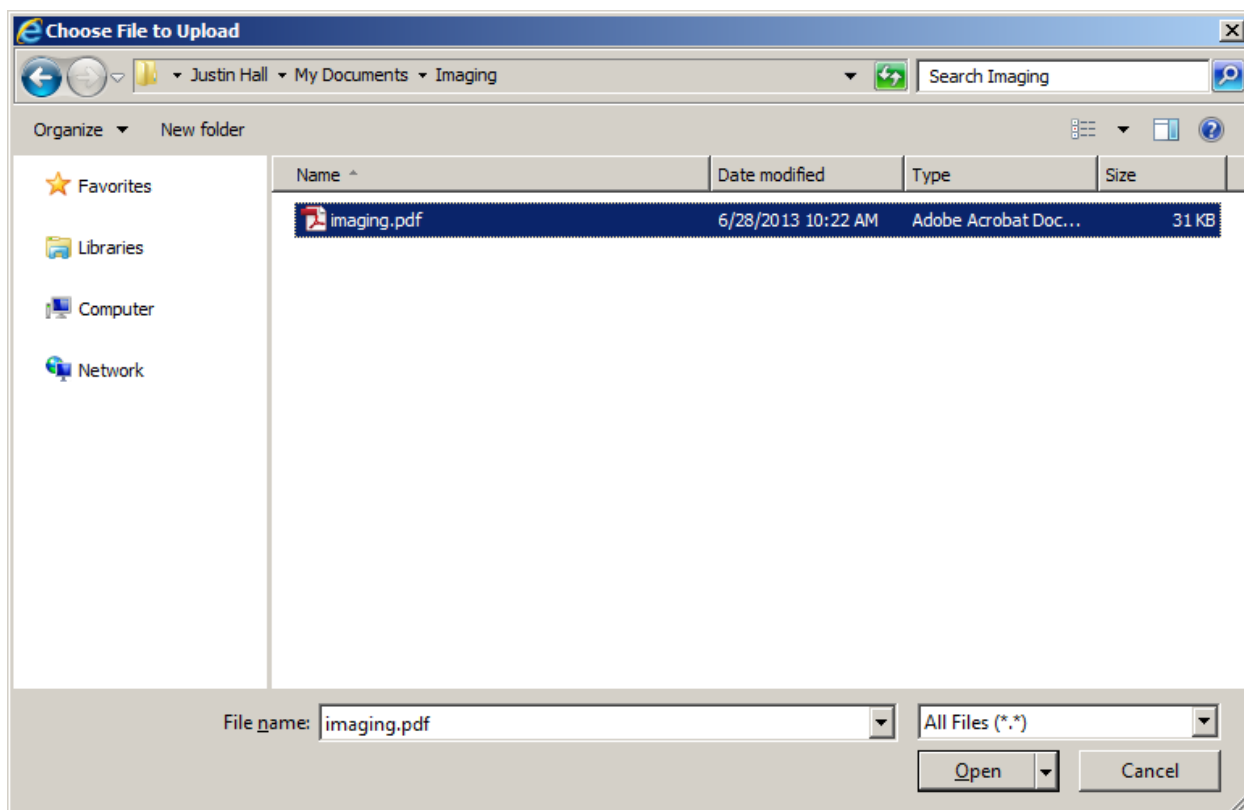
- Provider: Foster Provider (9221762)
- Worker: Caitlin M. Cake

**Image Details:**

- Date of Document: 10/01/2013
- Effective To: 09/30/2017
- Category: Background Check
- Type: DOJ (selected from a dropdown menu)
- File Name: [Empty text box] with a "Browse..." button next to it.
- Name: Provider, Foster (selected from a dropdown menu)
- Comments: [Empty text area]
- Last Updated By: [Empty text box]
- Valid Through: 00/00/0000
- Eligibility Verification: [Icon]

At the bottom right of the form are three buttons: "Create", "Save", and "Close". A "Delete" button is located near the "Last Updated By" field. The browser window's status bar at the bottom right shows a zoom level of 100%.

4. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up page. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

Organization Background Check - Windows Internet Explorer

**eWiSACWIS** Print Spell Check ABC Help

**Provider Details**

Provider: Foster Provider (9221762) Worker: Caitlin M. Cake

**Image Details**

Date of Document: 10/01/2013 Effective To: 09/30/2017

Category: Background Check

Type: DOJ

File Name: imaging.pdf [View](#)

Browse...

Name: Provider, Foster

Comments:

Last Updated By: Delete

Valid Through: 00/00/0000



Eligibility Verification

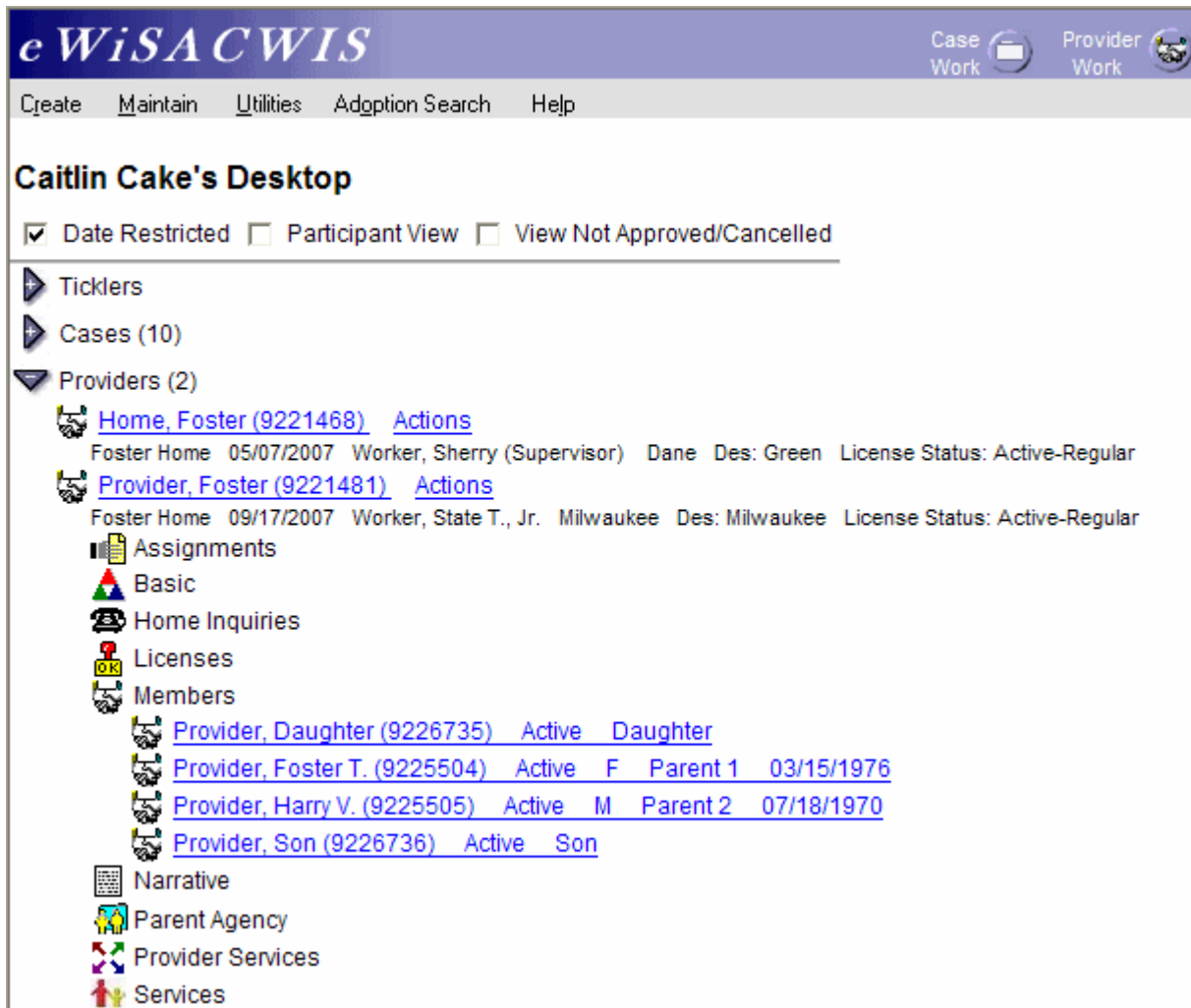
Create Save Close

100%

5. You can view the document by selecting the View hyperlink next to the File Name.
6. In the Name drop-down, select the provider member for whom the background check is for. Enter any comments in the Comments field.
7. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
8. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
9. If the background check has been added to the wrong provider record, click Delete to remove the image. If the background check has been added to the wrong provider member, update the Name drop-down with the correct provider member.
10. At this point, you can add a new background check for this provider by selecting the Create button.

## Adding a Person background check if you have an assignment to the provider:

1. From your desktop, click on the Providers expando. Click on the icon  next to the provider for which you would like to add the background check. Click on the Members icon  to expand the Members. Click on the hyperlink for the person you would like to add the background check for. This will open the Person Management page.



The screenshot shows the eWiSACWIS desktop interface. At the top is a purple header with the text "eWiSACWIS" and two buttons: "Case Work" and "Provider Work". Below the header is a navigation bar with links: "Create", "Maintain", "Utilities", "Adoption Search", and "Help". The main content area is titled "Caitlin Cake's Desktop". Below the title are three checkboxes: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked). A sidebar on the left contains several expandable sections: "Ticklers", "Cases (10)", and "Providers (2)". The "Providers (2)" section is expanded, showing two providers: "Home, Foster (9221468)" and "Provider, Foster (9221481)". Each provider entry has a "Home" icon, a date, a role, a name, a location, a description, and a "License Status". Below the providers are several icons representing different functions: "Assignments", "Basic", "Home Inquiries", "Licenses", "Members", "Narrative", "Parent Agency", "Provider Services", and "Services". The "Members" section is expanded, showing a list of members with their names, roles, and dates.

**eWiSACWIS** Case Work Provider Work

Create Maintain Utilities Adoption Search Help


**Caitlin Cake's Desktop**


☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled


Ticklers


Cases (10)


Providers (2)


 [Home, Foster \(9221468\)](#) [Actions](#)  
Foster Home 05/07/2007 Worker, Sherry (Supervisor) Dane Des: Green License Status: Active-Regular


 [Provider, Foster \(9221481\)](#) [Actions](#)  
Foster Home 09/17/2007 Worker, State T., Jr. Milwaukee Des: Milwaukee License Status: Active-Regular


 Assignments


 Basic


 Home Inquiries


 Licenses


 Members


 [Provider, Daughter \(9226735\)](#) Active Daughter


 [Provider, Foster T. \(9225504\)](#) Active F Parent 1 03/15/1976


 [Provider, Harry V. \(9225505\)](#) Active M Parent 2 07/18/1970

 [Provider, Son \(9226736\)](#) Active Son

 Narrative

 Parent Agency

 Provider Services

 Services

2. On the Person Management page, click the Additional tab. Click on the Background Checks expando. In the Background Checks group box, click the Insert button. This will open the Person Background Check page.

Person Management 'Male Provider' ID:9226073 - Windows Internet Explorer

**WiSACWIS** TM Print Spell Check Help

Basic Parent Info **Additional** Address Education Characteristics Medical/Mental Health

**AKA Names**

Entry Date	Type	First Name	Last Name	MI	Delete
No records found.					

Insert

Background Checks

**Background Checks**

Type	Date	Effective To	Updated By
No records found.			

Insert

**Child Information**

☐ Child is a Teen Parent CARES PIN:

☐ Teen Parent's Child Resides with Him/Her Monthly Amount of any Child Unearned Income:

☐ Teen Parent's Child Receives a Kinship Payment ☐ Child Receives a Disability Payment

**Relationship**

Case ID	First Name	Last Name	MI	Relationship	Entry Date
Options: <input type="text"/> Go					

Save Close

100%

3. On the Person Background Check page, enter the Date of the Document and the Effective To date, if applicable.

**Note:** If the Type DOJ or IBIS is selected, the Effective To date will pre-fill to 4 years and will not be editable.

Person Background Check -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Participant Details**

Name: Provider, Male (9226073) Worker: Caitlin M. Cake

**Image Details**

Date of Document: 10/01/2013 Effective To: 09/30/2017

Category: Background Check

Type: IBIS

File Name: Browse...

Comments:

Last Updated By: Delete

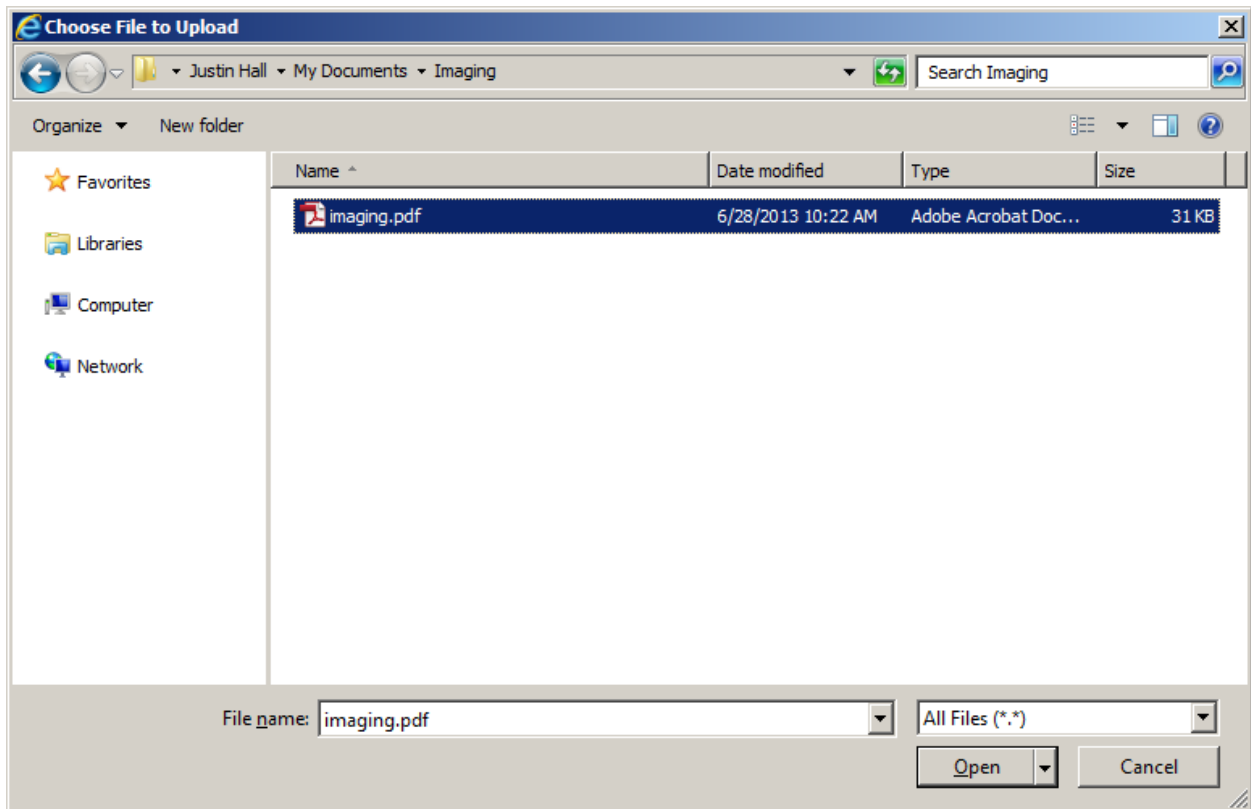
Valid Through: 00/00/0000

Eligibility Verification

Create Save Close

4. To attach a previously saved background check, select the Browse button. This will open the Choose File to Upload pop-up page.

5. On the Choose File to Upload page, select the file from the appropriate location/folder. Once the file is selected, click the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.



Person Background Check -- Webpage Dialog

**eWiSACWIS** Print Spell Check RBC Help

**Participant Details**

Name: Provider, Male (9226073) Worker: Caitlin M. Cake

**Image Details**

Date of Document: 10/01/2013 Effective To: 09/30/2017

Category: Background Check

Type: IBIS

File Name: imaging.pdf [View](#)

Browse...

Comments:

Last Updated By: Caitlin M. Cake [Delete](#)

Valid Through: 00/00/0000

Eligibility Verification

[Create](#) [Save](#) [Close](#)

6. You can view the document by selecting the View hyperlink next to the File Name.
7. Enter any comments in the Comments field.
8. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
9. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
10. At this point, you can create a new background check for this provider member by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.

11. Click Close. This will return you to the Person Management page.
12. The Additional tab will display the background check information.

The screenshot shows a web application window titled "Person Management 'Male Provider' ID:9226073 -- Webpage Dialog". The application is "eWiSACWIS". The "Additional" tab is active, displaying background check information. The "Background Checks" section shows a table with one record: IBIS, dated 10/01/2013, effective to 09/30/2017, updated by Caitlin M Cake. Below this is the "Child Information" section with checkboxes for "Child is a Teen Parent", "Teen Parent's Child Resides with Him/Her", and "Teen Parent's Child Receives a Kinship Payment", along with a "CARES PIN" field and a "Monthly Amount of any Child Unearned Income" field set to \$0.00. The "Relationship" section shows a table with columns for Case ID, First Name, Last Name, MI, Relationship, and Entry Date, with a note "No records found." At the bottom, there are "Options:" with a dropdown menu and a "Go" button, and "Save" and "Close" buttons.

Type	Date	Effective To	Updated By
IBIS	10/01/2013	09/30/2017	Caitlin M Cake

**Child Information**

☐ Child is a Teen Parent      CARES PIN:

☐ Teen Parent's Child Resides with Him/Her      Monthly Amount of any Child Unearned Income:




☐ Teen Parent's Child Receives a Kinship Payment      ☐ Child Receives a Disability Payment

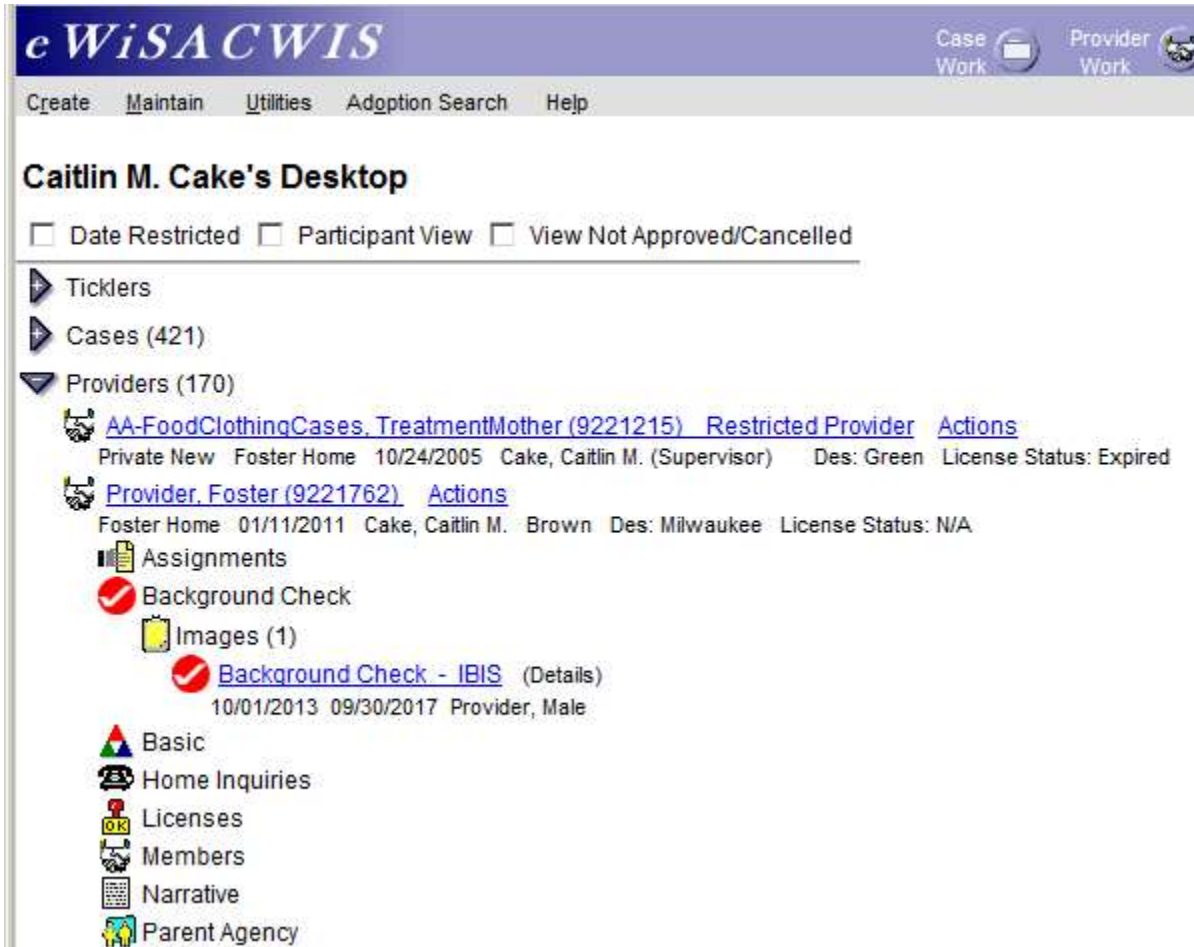
**Relationship**

Case ID	First Name	Last Name	MI	Relationship	Entry Date
No records found.					
















Options:

13. Click Close. This will return you to the desktop.

14. On your desktop, click on the home provider's icon  to refresh the provider. Then click on the Background Check icon . You will see the Images icon . Expand this icon to display the background check.

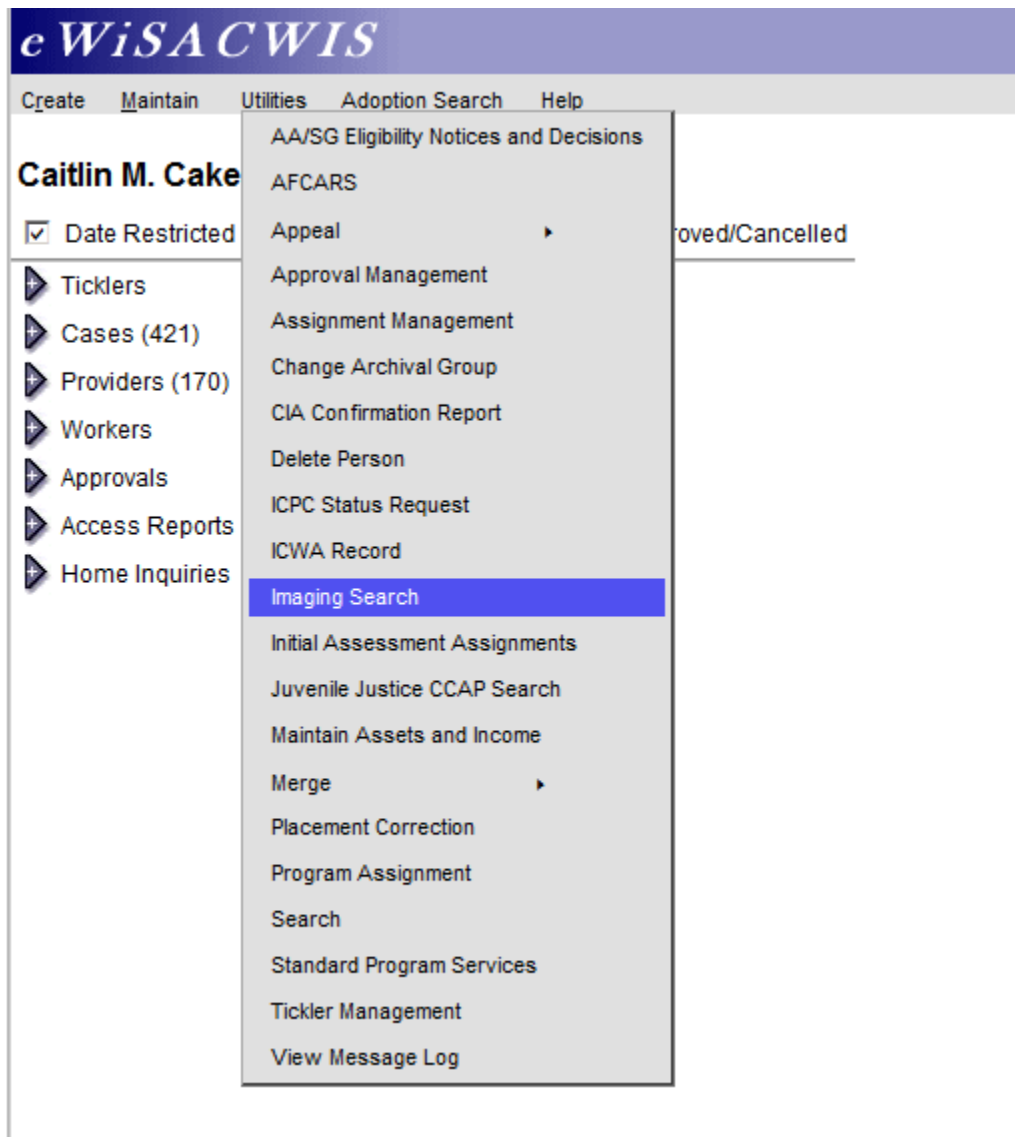


The screenshot shows the eWiSACWIS desktop interface for Caitlin M. Cake. The header includes the eWiSACWIS logo and navigation links: Create, Maintain, Utilities, Adoption Search, and Help. On the right, there are buttons for Case Work and Provider Work. The main content area is titled "Caitlin M. Cake's Desktop" and contains several sections:

- ☐ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled
-  Ticklers
-  Cases (421)
-  Providers (170)
  -  [AA-FoodClothingCases, TreatmentMother \(9221215\) Restricted Provider Actions](#)  
Private New Foster Home 10/24/2005 Cake, Caitlin M. (Supervisor) Des: Green License Status: Expired
  -  [Provider, Foster \(9221762\) Actions](#)  
Foster Home 01/11/2011 Cake, Caitlin M. Brown Des: Milwaukee License Status: N/A
-  Assignments
-  Background Check
  -  Images (1)
    -  [Background Check - IBIS \(Details\)](#)  
10/01/2013 09/30/2017 Provider, Male
-  Basic
-  Home Inquiries
-  Licenses
-  Members
-  Narrative
-  Parent Agency

## If you do not have an assignment to the provider:

1. From the desktop, click Utilities > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Provider in the Search by drop-down. This will open the Provider Search page.

The screenshot shows a web browser window titled "Imaging Search - Windows Internet Explorer". The page header features the "eWISACWIS" logo and navigation links for "Print", "Spell Check", "Help", and a question mark icon. The main content area is divided into two sections: "Search Criteria" and "Results".

In the "Search Criteria" section, there is a "Search by:" dropdown menu that is currently open, displaying three options: "Case", "Person", and "Provider". To the right of this dropdown is a "Name:" label followed by a text input field. Further right are "Start Date:" and "End Date:" labels, each followed by a date input field. The "Start Date" field contains "10/14/2012" and the "End Date" field contains "10/14/2013". Below the "Search by:" dropdown is a "Category:" label followed by a large rectangular text area. To the right of this is a "Type:" label followed by another large rectangular text area. A "Search" button is located at the bottom right of the "Search Criteria" section. Below the "Search" button, a note reads "Hold down the 'Ctrl' key for multi-selection".

The "Results" section is currently empty, with a "Create" button and a "Close" button located at the bottom right of the section. The browser's status bar at the bottom indicates a zoom level of "100%".

3. On the Provider Search page, enter the Provider Name or Provider ID to conduct your search and click Search. In the Providers Returned group box, select the radio button next to the correct provider and click the Continue button.

Provider Search -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Search Criteria**

Provider Name:  First Name:  Provider ID:

Parent Agency ID:  Provider Type:  ☐ Search Providers of Parent Agency

Site #:  County:  ZIP Code:

☒ Date Restricted ☐ View Not Approved/Cancelled Search Precision:

Record 1 to 2 of 2

**Providers Returned**

☒ Provider, Foster (9221762)  
Open Foster Home 01/11/2011 Cake, Caitlin M. Brown Des: Milwaukee License Status: N/A

☐ Provider, Foster (9221772)  
Open Foster Home 05/23/2011 Corn, Conn C., Jr. Milwaukee Des: Milwaukee License Status: Pending

4. This will bring you back to the Imaging Search page. The page will now display all documents for the provider. The results will display all documents from the past year, unless the Start Date and End Date have been updated. To add a document, select the 'Background Check' Category and select the appropriate Type of background check. Click Create.

Imaging Search - Windows Internet Explorer

**WisACWIS** Print Spell Check Help

**Search Criteria**

Search by:  Name: Provider, Foster (9221762) [Provider Search](#) Start Date:  End Date:

Category:  Type:

Hold down the 'Ctrl' key for multi-selection

**Results**

Category	Type	Participant	Date	File Name	
Background Check	IBIS	Provider, Male	10/01/2013	<a href="#">imaging.pdf</a>	<a href="#">Edit</a>

Record 1 to 1 of 1

100%

5. On the Organization Background Check page, enter the Date of Document, Effective To date (if applicable), and select the Type if you have not already done so.

**Note:** If the Type DOJ or IBIS is selected, the Effective To date will pre-fill to 4 years and will not be editable.

Organization Background Check -- Webpage Dialog

**eWiSACWIS** Print Spell Check RBC Help

**Provider Details**

Provider: Foster Provider (9221762) Worker: Caitlin M. Cake

**Image Details**

Date of Document: 10/01/2013 Effective To: 09/30/2017

Category: Background Check

Type: DOJ

File Name: Browse...

Name: Provider, Foster

Comments:

Last Updated By: Delete

Valid Through: 00/00/0000

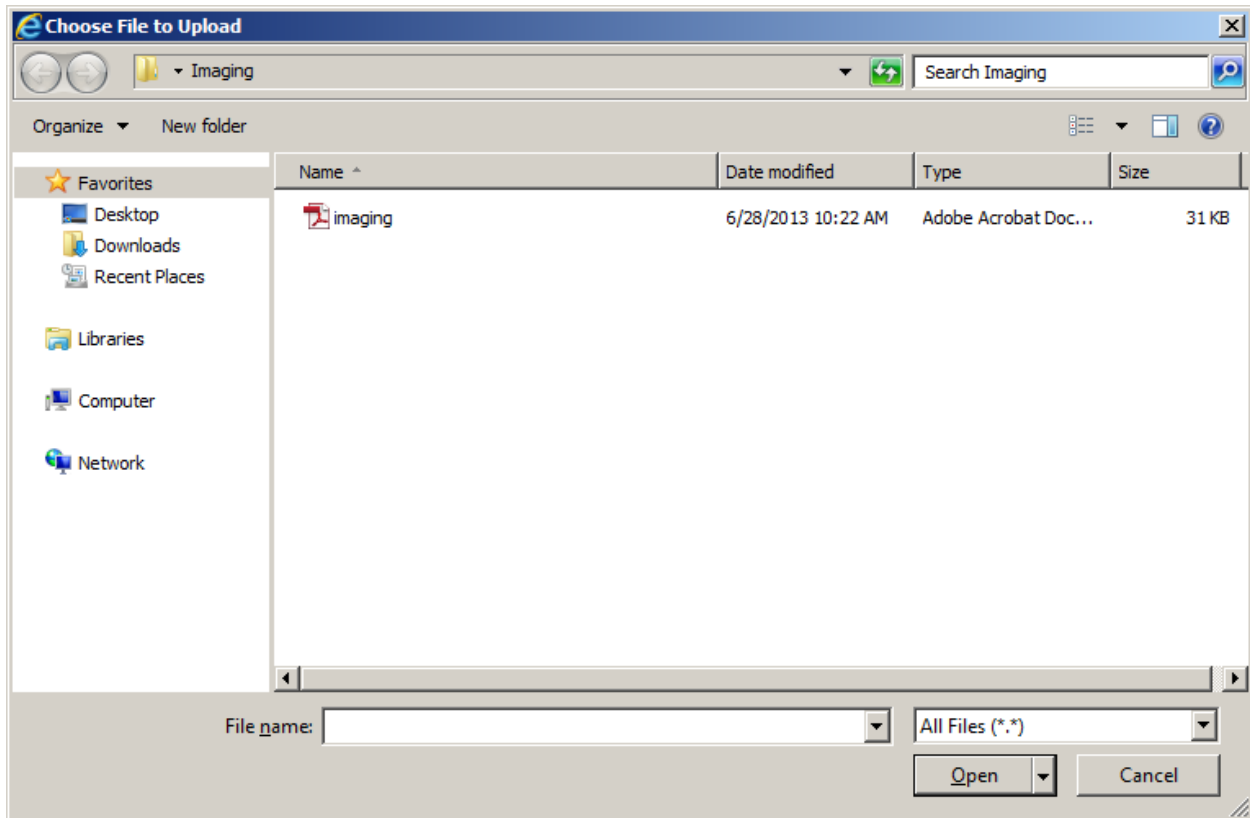
Eligibility Verification

Create Save Close

6. To attach a previously saved background check, select the Browse button. This will open the Choose File to Upload pop-up page.



7. Select the file from the appropriate location/folder. Once the file is selected, click the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

**Organization Background Check -- Webpage Dialog**

*eWiSACWIS* Print Spell Check Help

**Provider Details**

Provider: Foster Provider (9221762) Worker: Caitlin M. Cake

**Image Details**

Date of Document: 10/01/2013 Effective To: 09/30/2017

Category: Background Check

Type: DOJ

File Name: imaging.pdf [View](#)

Browse...

Name: Provider, Foster

Comments:

Last Updated By: Delete

Valid Through: 00/00/0000

Eligibility Verification

Create Save Close

8. You can view the document by selecting the View hyperlink next to the File Name.
9. Enter any comments in the Comments field.
10. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
11. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
12. If the background check has been added for the wrong provider, click Delete to remove the image. If the background check has been added for the wrong member for this provider, update the Name drop-down with the correct provider member.

13. At this point, you can add a new background check for this provider by selecting the Create button. By clicking the Create button, this will open the Organization Background Check page with the same Category selected.

**Organization Background Check -- Webpage Dialog**

*eWiSACWIS* Print Spell Check Help

**Provider Details**  
Provider: Foster Provider (9221762) Worker: Caitlin M. Cake

**Image Details**  
Date of Document: 00/00/0000 Effective To: 00/00/0000  
Category: Background Check  
Type:   
File Name: Browse...  
Name:   
Comments:   
Last Updated By: Delete  
Valid Through: 00/00/0000  
Eligibility Verification  
Create Save Close

14. After you have entered all applicable information, click Save. Then click Close.

15. You will return to the Imaging Search page. The page will display all scanned background checks for the provider. To view the image for a particular result, click on the blue hyperlink in the File Name column to access the scanned document directly, or click the Edit hyperlink to access the associated Imaging page. To add additional background checks documents, repeat the above steps.

The screenshot shows the 'eWiSACWIS' web application running in a 'Windows Internet Explorer' browser window. The page is titled 'Imaging Search' and features a search interface with the following elements:

- Search Criteria:**
  - Search by:** A dropdown menu set to 'Provider'. The text 'Name: Provider, Foster (9221762)' is displayed, followed by a blue hyperlink 'Provider Search'.
  - Start Date:** A text box containing '10/14/2012'.
  - End Date:** A text box containing '10/14/2013'.
  - Category:** A list box containing 'Background Check', 'Licensing', 'Licensing Appeal', and 'Provider'. 'Background Check' is selected.
  - Type:** A list box containing 'DOJ', 'DOR', 'DOT', 'IBIS', 'ICPC - Background Check', and 'Local Law Enforcement'. 'DOJ' is selected.
  - A note below the lists says: 'Hold down the 'Ctrl' key for multi-selection'.
  - A blue 'Search' button is located at the bottom right of the search criteria section.
- Results:**
  - A table with the following columns: Category, Type, Participant, Date, File Name, and an empty column.
  - The table contains one row of data:

Category	Type	Participant	Date	File Name	
Background Check	DOJ	Provider, Foster	10/01/2013	<a href="#">imaging.pdf</a>	<a href="#">Edit</a>
- Footer:**
  - Text: 'Record 1 to 2 of 2'.
  - Buttons: 'Create' and 'Close'.
  - Zoom: A dropdown menu showing '100%'.